

Town of Littleton  
Personnel Committee Meeting  
January 8, 2009

Those present: Joe Gaffney, Allen McRae, Kathy Coughlin, Don Smith, Keith Bergman, Alex McCurdy and Roland Bernier

Also attending: Ann Essman, Assistant Treasurer

Meeting opened at 8:30

### **Approval of Minutes**

The Minutes of December 18, 2008 were approved as amended.

### **Personnel Evaluation Training**

Keith Bergman reminded the Board of the evaluation training Bylaw on Thursday, January 15 from 1:30PM – 3PM for those affected by the. It will be a posted Personnel Board meeting in order to allow all Board members to attend. Training will be given later to boards and appointing authorities.

### **Step Increases/Payroll Authorizations**

Kathy Coughlin recused herself from the meeting as the topic that followed concerned her rate of pay. Minutes were taken by Roland Bernier.

Ann Essman presented Step Payroll Authorization for Kathy Coughlin.

Administrative Assistant - Library - Step Increase -Review completed, moved from Grade 6 Step 4 to Step 5.

Kathy returned to the meeting.

### **PR&CE**

The Board was notified by email that the PR&CE Board that they have developed a job description for a new position. The job description was attached to the email. The Board discussed the new position. The PR&CE board and director requested to be on the January 22, 2009 agenda to discuss the new positions. They will be notified that they are on the agenda.

### **Bylaw Review for 2010 ATM**

#### **Personnel Days**

It was decided to leave the wording of the Personal Day section of the Bylaw as is.

#### **Maternity Leave**

There is no consistent maternity leave policy in the town. Ann Essman will find out how the various departments within the town handle maternity leave, look into current contracts and policies and into past practices. She will report back to the committee.

#### **Stipends**

Stipends were discussed. Individuals who are voted stipends are to be paid their normal salary plus the temporary stipend. Stipends are temporary and come from a separate line item in the budget.

**P/T Communication Officer**

Roland Bernier and Alex McCurdy reviewed and rated the Part-time Communications Officer position. The Board voted unanimously to place the position of Part-time Communications Officer on Grade 6 on Chart A of the Personnel Bylaw Grade and Compensation Chart.  
The next meeting: Thursday, January 22, 2009 8:30AM Room 103, Town House

**Proposed Agenda**

- Open Meeting
  - Approve minutes
  - Step Increases
  - Job Descriptions
    - Cemetery
    - On Call Firemen
    - P& R Seasonal Positions
    - Reserve Police Officers
  - Review of Personnel Bylaw
  - PR&CE Board and Director
- Meeting adjourned at 10:00AM

Respectfully submitted,  
Kathy Coughlin, Clerk